

## **Quality Assurance and Enhancement Committee (QAEC)**

Minutes from the meeting held on  
Wednesday 10 April 2024

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### **Present**

David Ashton, Academic Registrar - Chair  
Dr Clemens Brechtelsbauer, Chair of Programmes Committee  
Dr Lorraine Craig, Faculty of Engineering representative  
Martin Lupton, Faculty of Medicine representative  
Prof Jonathan Mestel, Senior University Consul  
Jordon Millward, ICU PGR Representation Chair  
Peter Derrick (in place of Katharine Manley, Head of Admissions)  
Prof Jason Riley, Faculty of Engineering representative  
Dr Mike Tennant, Faculty of Natural Sciences representative  
Karen Tweddle, Business School representative  
Dr Jeffrey Vernon, Faculty of Medicine representative  
Judith Webster, Director of Academic Quality and Standards  
Scott Tucker, Deputy Director (Academic Quality and Standards) – Secretary

### **In Attendance**

Dr Mara Arts, Deputy Director of Student Administration (Operations) [Items 6 & 7]  
Annemarie Gupta, Assistant Registrar (Academic Policy) [Item 5]  
Chris Kerr, Education and Quality Assurance Coordinator, Faculty of Natural Sciences  
Claudia Minett, Interim Head of Admissions [Item 8]

### **Apologies**

Naraana Enkhjin, ICU PGT Representation Chair  
Dr Cloda Jenkins, Business School representative  
Laura Lane, Head of Strategy and Operations, Graduate School  
Katharine Manley, Head of Admissions  
Rebecca Middleton, Faculty of Natural Sciences representative  
Claire Stapley, CLCC/CHERS representative  
Yi Yang, ICU Deputy President (Education)

## **1 Welcome, apologies and announcements**

1.1 The Chair welcomed attendees. Apologies for absence were noted.

## **2 Minutes of the previous meeting**

2.1 The Committee confirmed the minutes of 13 March 2024 as an accurate record.

QAEC.2023.57

### **3      Matters arising from the minutes**

3.1    No matters arising.

### **4      Update on QAEC actions**

4.1    The Committee noted the updated action list.

QAEC.2023.58

### **5      Regulations for Students**

5.1    The Committee considered a proposal to rescind the *Regulations for Students*.

QAEC.2023.59

5.1.1    It was reported that the rationale for rescinding the regulations was that the information contained within fell into three broad categories:

1. Fully covered in existing policies or regulations, such as the *Student Contract (Terms and Conditions)*.
2. Not covered in existing policies or regulations but deemed essential; amendments to relevant policies or regulations were therefore required.
3. Not covered in existing policies or regulations and no longer required.

5.1.2    Following consideration of the proposal, the Committee recommended to Senate that the *Regulations for Students* were rescinded. As set out in the University's Schedule of Delegation, final authority for the *Regulations for Students* resides with Council.

#### **Action: Secretary**

5.1.3    It was noted that the *Regulations for Students* were currently signposted for occasional students. Should the regulations be rescinded then consideration would need to be given as to how occasional students receive sufficient, yet proportionate, information in 2024-25.

#### **Action: Secretary**

### **6      Student Contract (Terms and Conditions)**

6.1    The Committee considered the draft *Student Contract 2024-25*. The following recommendations were received:

6.1.1    (i) General

- Change the title to 'Student Terms and Conditions'; the Committee felt that a 'student contract' was more akin to a document that set out what services a student would receive.
- Number sections.
- Reference research degree students, where applicable.

(ii) Registration

- Delete the colloquial reference 'Single Set' (of Taught Academic Regulations) and refer to the *Regulations for Taught Programmes of Study*.

- Add reference and link to the *Regulations for the Awards MPhil and PhD*.
- (iii) Your Course
  - Delete paragraph as the Committee felt it constituted marketing material.

- (iv) Tuition Fees
  - The Committee noted there was no reference in the contract to highlight that students must have adequate finances to support their studies. The Committee noted that tuition fees were clearly included in the offer letter, and that costs likely to have a direct impact on the outcome of a student's academic success were included in programme specifications, in line with CMA recommendations. International students were also required to evidence financial standing to secure an appropriate visa.
  - Add reference that any additional costs that have a direct impact on the outcome of a student's academic success were set out in the programme specification.

- (v) Imperial College Union
  - Provide a brief introduction on the ICU and add the webpage link.

- (vi) Complaints and Appeals
  - Add reference to the *Procedure for Consideration of Representations by Candidates for Research Degree Examinations*.

- (vii) Student Support
  - Add links to the training and support offered by the Graduate School.
  - Reorder paragraphs for clarity.

- (viii) Intellectual Property
  - Add link to the *Intellectual Property Policy*
  - There was concern in some departments that students were uploading programme material to third party websites. However, it was confirmed that the University's *Intellectual Property Policy* states 'in keeping with normal academic custom College generally waives its claim to copyright in teaching materials, textbooks and research publications'.

- (ix) Infectious or contagious diseases
  - Remove section (confirmed by Occupational Health that this was no longer required).

- (x) Surprising or unusual terms
  - Delete section (deemed superfluous).

- (xi) Additional rules, regulations, policies and procedures
  - Add reference to 'research placement'.

6.1.2 The Committee approved the draft Student Contract (Terms and Conditions), subject to the recommendations. It was agreed that the document would be updated and circulated to members for final comment prior to publication.

6.1.3 *Post meeting note:*

*Updates were made by the Deputy Director of Student Administration (Operations) and circulated to members by the Secretary for final consideration by 16 May. The Terms and Conditions were subsequently published, available at:*

<https://www.imperial.ac.uk/students/terms-and-conditions/registration/>

**7 Student-led Changes to Registration Status**

7.1.1 The Committee considered the *Student-led Changes to Registration Status Procedure* (Programme Transfers, Interruptions of Study, Withdrawals, Mode of Study). QAEC.2023.61

7.1.2 It was noted that the document had been considered at two meetings of the Regulations and Policy Review Committee (RPRC) and was now recommended to QAEC. If approved, the guidance would supersede the existing *Authorised Interruption of Studies Procedure* and the *Procedure for Dealing with Students Who Withdraw from the College Part Way through a programme*.

7.1.3 The Committee approved the procedure, which would apply to all registered students (taught and research) from October 2024.

7.1.4 It was noted that Appendix B of the procedure referred to a Suspension of Regulations Request Form. It was confirmed that this was being updated and would be published alongside the procedure.

**Action: Secretary**

**8 Academic Transcript**

8.1 It was noted that Registry provides current students with access to an electronic pre-award Academic Transcript via the My Imperial student portal, and an electronic Award Academic Transcript upon successful completion of a programme. A hard copy award transcript is also sent. Following review and ratification by the relevant Board of Examiners, the Award Academic Transcript lists the final and confirmed module outcomes linked to a student's programme of study and the ECTS obtained, alongside information about the classification and programme of study. QAEC.2023.62

The Award Academic Transcript would benefit from the development and inclusion of additional features. These developments would provide students and alumni greater access to information that is frequently requested by employers and other institutions.

8.2 The Committee queried why a student's date of birth was required. It was clarified that the inclusion of this field is in line with the sector and is used as an additional security measure as part of any verification process.

8.3 The Committee provided the following comments with regards the inclusion of the following fields:

- FHEQ Levels – agreed.
- Module code – agreed.

- Module 'grades' (outcomes) – agreed that the terms 'pass', 'fail', and 'compensated pass' were appropriate and in line with the *Regulations for Taught Programmes of Study*. It was not deemed appropriate to use the terms 'merit' and 'distinction' as the University does not classify at module level.
- 'Extra' credit – to include any extra credit accrued from modules outside of the programme and make clear that this does not contribute to degree classification.
- Definition of compensation – agreed.

8.4 The Committee agreed that a student's ranking within a cohort should not be included in the transcript. Departments could choose to provide this information on request.

8.5 The Committee discussed how reassessment, particularly re-takes, should be recorded. There were mixed views as to whether the first attempt should be included where the module was failed and subsequently passed the following academic year. The following factors were identified that needed to be considered further by both RPRC and QAEC:

- The purpose of the transcript and whether this was to evidence a student's journey through their programme (e.g. including failed modules) or just final outcomes. The Committee agreed that whatever the decision, the University should publish a statement to confirm the purpose, which would assist in responding to student transcript queries.
- The University regulations on reassessment, including which mark should stand where a module has been attempted more than once.

8.6 It was highlighted that there were existing Banner functionality limitations when it came to recording reassessment marks, which the Student Lifecycle Administration Board (SLAB) were aware of. The Committee fully supported further SLAB development in this area.

8.7 It was agreed that the next steps were for the proposal to be discussed at RPRC, with any further comments to be considered by QAEC on 6 June. The practice at competitor institutions should be explored by the Assessment Records Team.

**Action: Secretary**

## **9 Undergraduate Annual Monitoring**

9.1 The Committee considered the Faculty UG annual monitoring reports 2023-24 and University UG annual monitoring report summary 2023-24 (reporting on 2022-23)

QAEC.2023.63  
QAEC.2023.64

9.1.1 The Committee noting the following themes/issues across the reports:

- Artificial intelligence
- Assessment and feedback
- Curriculum
- Progression and degree outcomes
- Student support
- Resources and space
- Module Evaluation

9.1.2 Issues raised through Faculty reports were summarised in a University action plan. The Committee agreed for these issues to be distributed to relevant committees and service providers identified. Feedback would then be circulated to FECs.

9.1.3 It was confirmed that the first meeting of the Programme Monitoring Task and Finish Group, chaired by Professor Jason Riley, had taken place. It was agreed that the group needed to consider how some service issues could be addressed more efficiently, without the need to use annual monitoring to seek a resolution.

9.1.4 It was noted that the reports for the Faculty of Medicine and CLCC/CHERS would be considered at the next meeting.

## **10      Retention of Assessed Work**

10.1 The Committee noted the OfS Supplementary Guidance: Retention of Assessed Work QAEC.2023.65

10.1.1 The Committee noted that the OfS had published additional guidance following revisions made to Conditions of Registration B4 and B5 in May 2022:  
<https://www.officeforstudents.org.uk/media/aqgf1xtu/supplementary-guidance-retention-of-assessed-work.pdf>. The revisions set out a requirement to retain assessed work for a period of five years. Following publication, significant concerns were raised by institutions across the sector about the administrative burden and cost of this requirement.

10.1.2 It was confirmed that a sector-led Task and Finish Group was being established to support development of provider policy development with a timescale for completion of July 2024. It was noted that the University's Director of Academic Quality and Standards would be a member of the group and that further reports would be made to QAEC and Senate in due course.

## 11 Subcommittees

## 11.1 **Programmes Committee**

11.1.1 The Committee approved the recommendations set out in the report from the Programmes Committee meeting held on 21 March 2024, including approval of the following curriculum review proposal: QAEC.2023.66

- Department of Chemistry  
MRes Nanomedicine and Nanodiagnostics (formerly MRes Bioimaging Sciences)

11.1.2 The Chair of Programmes Committee reported that the workload of the Committee was becoming unmanageable for members. It was confirmed that the programme development process was currently being reviewed, supported by Marjolo, and that more sustainable and efficient procedures would be explored.

The Committee discussed the following measures that could be implemented on an interim basis:

- Allocate specific Programmes Committee meetings for departments.
- Extend the Programmes Committee membership to increase the number of reviewers.
- Review the schedule of delegation and the remit of FEC.

**Action: Director of Academic Quality and Standards,  
Chair of Programmes Committee**

11.1.3 It was noted that the report from the Programmes Committee meeting held ('offline') on 27 March 2024 would be considered at the next meeting. QAEC.2023.67

## **11.2 Regulations and Policy Review Committee**

11.2.1 The Committee noted the report from the RPRC meeting held on 27 March 2024, including the following developments: QAEC.2023.68

- Student-led Changes to Registration Status Procedure (considered and approved under QAEC Item 7)
- Proposal to remove borderline regulations in the Academic Regulations – RPRC agreed that further discussion was needed prior to making any recommendation to QAEC and that relevant data sets would help support the decision-making process.
- Examination Policies – RPRC agreed that further development of documentation would be beneficial, to ensure clarity and consistency in how examinations were managed across the University.

## **12 Chair's actions**

12.1 The Committee noted suspensions to regulations from 7 March to 7 April 2024. QAEC.2023.69

## **13 Any other business**

13.1 No other business reported.

**14 Dates of QAEC meetings 2023-24**

14.1 The Committee noted that the last QAEC meeting of the academic year would be held on Wednesday 5 June 2024.